

**West Virginia Health Care Authority**  
**Early Adopter Grant Program for Health Information Exchange**  
**Instructions**

**Application:** The application is two (2) pages. Page 1 of the application is a PDF form document requiring information about your facility. Page 2 of the application is a Microsoft Excel worksheet requiring budget details. It is not necessary to have a cost share (match) for each line item; however, the total cost share (match) must equal at least 20% of the total budget. Estimates, quotes, bids or other documentation to support your budget must be included with the application. Review application and complete all information requested. Your application must bear an original signature. Applicants must be registered and in good standing with the following entities:

1. WV Secretary of State
2. WV State Purchasing Division
3. WV Insurance Commission
4. System for Award Management database ([www.SAM.gov](http://www.SAM.gov))

**WVHIN Readiness Assessment:** The Provider Connectivity Readiness Assessment form can be found at [www.hca.wv.gov](http://www.hca.wv.gov) under *Grant Program for HIE*. This assessment is a Microsoft Word document and can be completed electronically. If you have already completed this document and it is on file with the WVHIN, DO NOT complete again.

**WVHIN Participation Agreement (PA):** The Participation Agreement can be found at [www.hca.wv.gov](http://www.hca.wv.gov) under *Grant Program for HIE*. This document must be completed as a *Full Service* participating organization. Please refer to paragraph 4 on page 2 of this agreement to comply with the necessary documents. Submit with your grant application. If you have already completed this agreement and it is on file with the WVHIN, DO NOT complete again.

**Send grant application and other required documents via mail or courier to:**

WV Health Care Authority  
Attn: Grant Program for Health Information Exchange  
100 Dee Drive  
Charleston, WV 25311-1600

**Contact for Questions:**

Denise Hershey  
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